



UMBC

Researcher registration form

Special Collections reading room

First time users are required to complete this form and provide an accompanying photo i.d.; this information will be kept on file.

Name: _____

E-mail: _____ **Phone:** _____

Permanent address: _____

Local address: _____

(if different from permanent)

UMBC affiliation (if appropriate): Undergraduate Graduate Alumni
 Staff Faculty

Researchers are required to observe the following rules to protect the safety and security of the collection materials:

- **All coats, bags, and personal belongings not required for research must be left in the locker area. The coat rack and lockers are available for use.**
- **Pens, food, and drinks are prohibited; please leave with your personal belongings. Pencils, notes, laptops, cameras, and phones may be used to take notes. Please silence your phone and take any phone calls in the Library Gallery.**
- **Collections material can only be used in the Reading Room. Storage areas, including the book stacks, are not open for browsing. Request materials using provided call slips.**
- **All materials must be handled with care. Please use provided handling instructions. Clean, dry hands are required; a restroom is available in the Library Gallery.**
- **Researchers are required to adhere to all copyright laws.**

By signing this form, you acknowledge responsibility for observing the rules above.

Signature: _____ **Date:** ____ / ____ / ____

Staff initial: _____ **Contacts record number:** _____